

# Inclusion Advisory Group | Hampshire FA

Members' Pack 2024-28



# Vision & Mission

IAG Members' Pack 2024-28 | Hampshire FA

# Hampshire FA Vision & Mission

## Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

## Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

## Values

**Progressive - Respect - Inclusion - Determined - Excellence**



# IAG Structure & Purpose

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# IAG Structure & Purpose

## Bournemouth Equality Reference Group

Est. in 2018 by AFC  
Bournemouth

## Southampton Positive Change in Football Group

Est. in 2020 by Hants FA

## Basingstoke BAME Reference Group

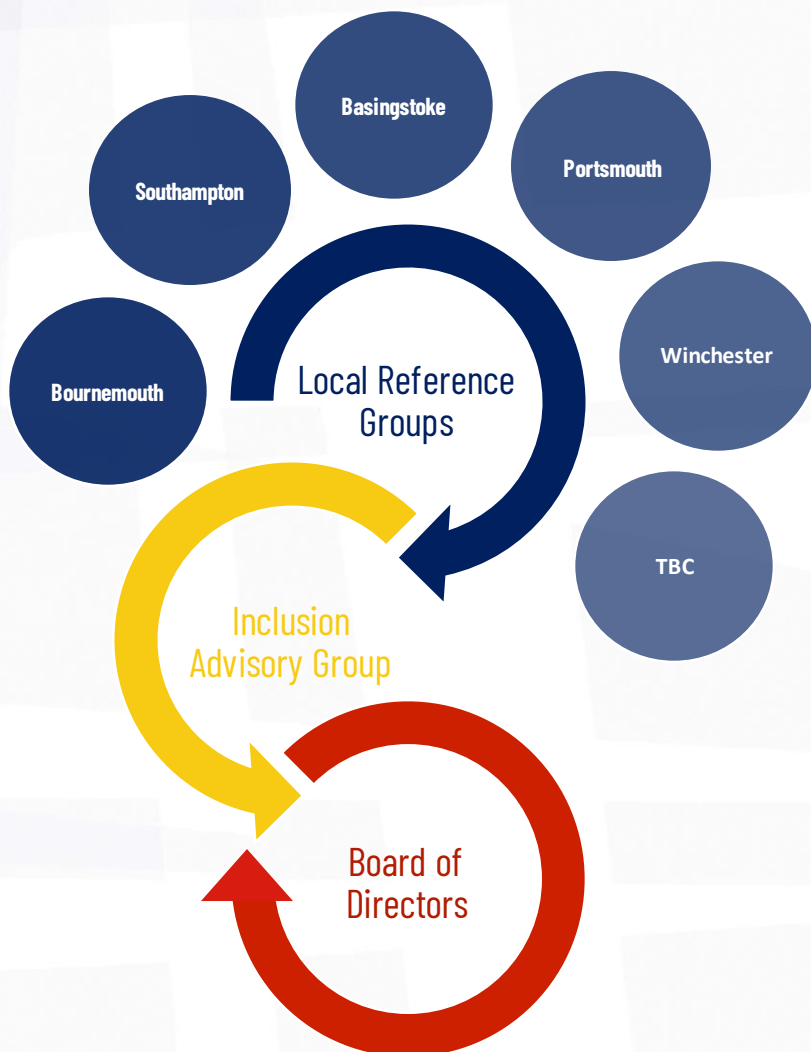
Est. in 2021 by Dame  
Maria Miller MP

## Portsmouth Inclusion Reference Group

Est. in 2021 by Pompey in  
the Community

## Winchester Social Inclusion Partnership

Est. in 2023 by  
Winchester City Council



### Purpose:

- Create new opportunities for collaboration and communication between Hampshire FA and external actors.
- Gain insights on the needs of our local communities.
- Consult on effectiveness of current and future Equality Strategies

### Membership:

Includes grassroots & professional clubs, charities, not-for-profits, faith & community leaders, Local Authorities, and EDI practitioners.

### Purpose:

- Responsible for monitoring progress against the Key Milestones & Success criteria of the Equality Action Plan.
- Identifies existing gaps in knowledge, engagement, and delivery across the county.
- Informs the Equality, Diversity & Inclusion Strategy and KPIs for football, coaching and refereeing pathways.
- Inspires, drives, and monitors change across the business.

### Membership:

Independent members with a wide range of backgrounds, lived-experiences, and expertise in Equality, Diversity & Inclusion.

### Purpose:

- Ensures that Hampshire FA is acting on the IAG's recommendations.
- Collaborate with the IAG to assess impact and outcome of the Equality Action Plan and Equality, Diversity & Inclusion strategies.
- Strive for embedding Equality, Diversity & Inclusion across the business and the Hampshire football community.

### Membership:

Elected directors of Hampshire FA, including an appointed EDI Champion who ensures regular representation from the IAG.

# Member Role Profile

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# Member of Inclusion Advisory Group

<b>Reports To</b>	Independent Chair of the IAG
<b>Role Purpose(s)</b>	<ul style="list-style-type: none"> <li>Support Hampshire FA to ensure that inclusion is embedded across the business</li> <li>Influence the strategic and operational planning based on your experience and expertise in equality, diversity &amp; inclusion</li> </ul>
<b>Location</b>	Remote, with most meetings taking place online (MS Teams) Opportunity to attend IAG community events, Grassroots Awards Ceremony and other celebrations across the county.
<b>Estimated Time Commitment</b>	Minimum of 2 IAG meetings per season (90 minutes each) and online huddles for IAG members (30 minutes, every 6 weeks). The role can be expanded depending on the person's lifestyle and commitments to ensure effective delivery.
<b>Remuneration / Expenses</b>	County FA Expenses will be paid in line with the current Expense Policy of Hampshire FA. Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.

<b>Responsibilities</b>	
<b>Representing Hampshire FA</b>	Represent Hampshire FA with distinction whilst adhering to our company values.
<b>Governance</b>	Actively engage with the group during IAG meetings and associated events, and attend meetings hosted by Hampshire FA, national or regional FA where possible and relevant.
<b>Recruitment</b>	Identify and engage potential 'Friends of the IAG' and local reference group members.
<b>Performance</b>	Hold Hampshire FA and staff members accountable for delivery against the Equality Action Plan and the Equality, Diversity & Inclusion strategies.
<b>Equality Standard</b>	Support the work around maintaining the current or progressing to the next level of the Equality Standard for Sport.
<b>Collaboration</b>	Liaise with staff members, Focus Groups, and Local Reference Groups to ensure that inclusion is embedded across the wider workforce and business.
<b>Strategy</b>	Support the delivery of the wider business objectives set out within the Equality Action Plan and Hampshire FA's Equality Strategies.
<b>Vision</b>	Support the delivery of a full review of Hampshire FA's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values.

# Member of Inclusion Advisory Group

Skills & Experience	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Desire to embed equality, diversity &amp; inclusion within our business and the wider Hampshire FA football community</li> <li>• Ability to promote Equality, Diversity &amp; Inclusion as part of a group</li> <li>• Ability to work strategically to identify and tackle key challenges, gaps, and issues</li> <li>• Lived-experience and/or expertise of one or more protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Working knowledge of key legislations around EDI</li> <li>• Experience or interest in the sport/football industry</li> <li>• Grasp of the day-to-day barriers impacting ethnic and religious minorities, and LGBTQ+ communities, women and girls, and people with disabilities</li> <li>• Good understanding of the issues impacting local communities in Hampshire</li> <li>• Willingness to meet and work outside of normal working hours</li> </ul>

HFA Values & Expected Behaviours	
<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to always apply Hampshire FA standards.</li> </ul>
<b>INCLUSIVE</b>	<ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>• Maintains motivation for their team and themselves.</li> </ul>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>• Seeks to always achieve the highest levels of performance.</li> <li>• Can be committed to achieve a standard that others consider impossible.</li> <li>• Supports others to go further and achieve more</li> </ul>



# Chair Role Profile

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# Independent Chair of the IAG

<b>Reports To</b>	Chair of the Board of Directors
<b>Direct Reports</b>	Inclusion Advisory Group members and Community Engagement & Inclusion Officer
<b>Role Purpose(s)</b>	<ul style="list-style-type: none"> <li>Lead and support an effective, constructive, and cohesive Inclusion Advisory Group.</li> <li>Assist the IAG members to inspire, lead, and challenge the wider business to create a strategic vision for inclusion in football within Hampshire.</li> <li>Report and feedback effectively on the delivery of the Equality Action plan to the Board of Directors and the wider Hampshire FA workforce.</li> </ul>
<b>Location</b>	Remote, with most meetings taking place online (MS Teams) Opportunity to attend IAG community events, Board meetings, Grassroots Awards Ceremony and other celebrations across the county.
<b>Estimated Time Commitment</b>	Minimum of 2 IAG meetings per season (90 minutes each) and online huddles for IAG members (30 minutes, every 6 weeks). The role can be expanded depending on the person's lifestyle and commitments to ensure effective delivery.
<b>Remuneration / Expenses</b>	County FA Expenses will be paid in line with the current Expense Policy of Hampshire FA. Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.

<b>Responsibilities</b>	
<b>Representing Hampshire FA</b>	Represent Hampshire FA with distinction whilst adhering to our company values.
<b>Governance</b>	Represent the IAG on Hampshire FA's Board of Directors, and attend meetings hosted by Hampshire FA, national or regional FA where possible and relevant.
<b>Recruitment</b>	Support the recruitment of the IAG and inspire the very best talents to join the team.
<b>Performance</b>	Ensure that the performance of the IAG is measured and accountable where possible.
<b>Equality Standard</b>	Support the work around maintaining the current or progressing to the next level of the Equality Standard for Sport.
<b>Collaboration</b>	Liaise with staff members, Focus Groups, and Local Reference Groups to ensure that inclusion is embedded across the wider workforce and business.
<b>Strategy</b>	Support the delivery of the wider business objectives set out within the Equality Action Plan and Hampshire FA's Equality Strategies.
<b>Vision</b>	Support the delivery of a full review of Hampshire FA's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values.

# Independent Chair of the IAG

## Skills & Experience

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Desire to embed equality, diversity &amp; inclusion within our business and the wider Hampshire FA football community</li> <li>• Experience of working with a team of volunteers</li> <li>• Experience with planning, driving, and chairing meetings</li> <li>• Ability to work strategically to identify and tackle key challenges, gaps, and issues</li> <li>• Ability to communicate effectively and confidently</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Working knowledge of key legislations around EDI</li> <li>• Grasp of the day-to-day barriers impacting ethnic and religious minorities, and LGBTQ+ communities, women and girls, and people with disabilities</li> <li>• Willingness to meet and work outside of normal working hours</li> <li>• Experience of strategy planning and consultation</li> <li>• Experience or interest in the sport/football industry</li> <li>• Ability to use data reports to assist in making informed decisions</li> <li>• Ability to network with IAG members, staff, Directors, and other key external actors</li> </ul>

## HFA Values & Expected Behaviours

<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
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<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>• Seeks to always achieve the highest levels of performance.</li> <li>• Can be committed to achieve a standard that others consider impossible.</li> <li>• Supports others to go further and achieve more</li> </ul>



# Terms of Reference

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# IAG's Terms of Reference

## **Purpose:**

The Inclusion Advisory Group will embed Equality, Diversity & Inclusion across Hampshire FA and the wider football community by using their expertise to inform the strategic and operational direction of the organisation.

## **Membership:**

In line with Hampshire FA's Safer & Inclusive Recruitment policy, all IAG members are recruited via a fair and anonymous recruitment process. All members are volunteers and will be paid reasonable travel expenses.

To ensure that the IAG receives fresh ideas and perspectives, members can only do 3 consecutive terms of 3 years.

The IAG always strive to adequately represent our county's diversity, whether by inviting guest speakers to share their stories or by recruiting additional members who bring new perspective or expertise.

The IAG will report directly to the Board via the appointed director, Alex Marshall.

## **Role:**

The role of the Inclusion Advisory Group is to:

1. Provide support and advice on the Operational Plan and the likely impact it may have on under-represented communities within Hampshire, such as ethnic and religious minorities, LGBTQ+ communities, people with disabilities, and women & girls.
2. Identify current issues and gaps within Hampshire FA's delivery offer and propose targeted interventions to increase the participation of under-represented groups.
3. Utilise the Local Reference Groups and IAG Community Events to gain a better understanding of our local community groups and foster good relationships with the gatekeepers of those communities.
4. Monitor, review and challenge the impact of Hampshire FA's work in relation to the Equality Action Plan, the Youth Engagement Strategy and the seasonal Operational Plans.
5. Support the work around maintaining the current or achieving the next level of the Equality Standard.
6. Support the delivery of a full review of Hampshire FA's culture to ensure that Equality, Diversity & Inclusion is central to our Vision, Mission and Values.

## **Means:**

In supporting the role as defined, the Inclusion Advisory Group may:

1. Consult on and support the Hampshire FA planning processes, including the setting of business objectives and targets which ensure that the needs of all communities are considered, catered for and met where possible.
2. Support the development of community engagement, consultations, development programmes and disciplinary procedures where relevant
3. Act as Ambassadors for Hampshire FA.
4. Bring a diverse and inclusive perspective, mindset and culture to Hampshire FA.
5. Be a vocal advocate of the benefits of addressing equality issues in the workplace and the wider community
6. Promote inclusion and diversity in football.
7. Inspire and monitor the change and challenge progress against agreed outcomes.
8. Meet two times a year (as a minimum) in an appropriate format for the members of the group.

These Terms of Reference will be reviewed annually.

